



GOVERNANCE COUNCIL
Board Meeting Minutes of
Tuesday, August 16, 2016

Board Members Present

Cheryle Brody, Krista Keay,
Kayleigh Wood, Deborah Lansdell,
Steve Oberg

Board Members Absent

None

Also in attendance

Kirk Hartom, Robert Pasztor, Sharon Huber,
Joseph Lucero, Heather Riley

Public in attendance

Tim Walsh

These Minutes were approved on _____

By a vote of ____ Yes ____ No ____ Abstained ____ Absent

President

**Submitted by
Savannah Lopez**

CALL TO ORDER

Cheryle called the Southwest Intermediate Learning Center (SILC) Governing Council meeting to order on Tuesday, August 16th, 2016 at 4:03 pm in the Conference Room of Southwest Learning Center.

PLEDGE OF ALLEGIANCE

Cheryle asked everyone to stand and join her in the Pledge of Allegiance.

ROLL CALL

Cheryle asked Savannah to call roll. Savannah called Cheryle Brody, here; Krista Keay, here.

ADOPTION OF THE AGENDA

Cheryle asked for a motion to approve today's SILC Governing Council Agenda. Krista stated that the date of the next meeting is incorrect on the agenda, it is September 13th, not September 12th. Krista made the motion to adopt the agenda with the change of the next regular board meeting changed to September 13th and Cheryle seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from July 12th, 2016

Cheryle asked if Krista had a chance to review the minutes from the regular SILC Governing Council meeting held on July 12th, 2016 and Krista said yes. Cheryle made the motion to approve the July 12th minutes and Krista seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

BOARD RESIGNATIONS

Cheryle stated that the SILC Governing Council has two resignations to approve, one from Judy Chapman and the other from Lisa DeTemple; and their letters of resignation are in the packet. Cheryle asked for a motion to accept the resignations of both Lisa DeTemple and Judy Chapman. Krista made the motion and Cheryle seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

NEW BOARD MEMBERS

Cheryle informed the Council and administration that the SILC Governing Council has 3 designations to approve. Cheryle informed the administration that Krista and herself have looked

over the new member nomination forms and have decided to designate Kayleigh Wood, Deborah Lansdell, and Steve Oberg to the SILC Governing Council. Cheryle asked for a motion to swear in 3 new members, Kayleigh Wood, Deborah Lansdell, and Steve Oberg to the SILC Governing Council. Krista made the motion and Cheryle seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

RECOGNITION

Cheryle informed the administration that the SILC Council and Head Administration want to recognize Sharon Huber for her hard work and dedication for the school. Cheryle stated that on behalf of the Board they would like to thank her and give her a Starbucks card for her hard work throughout registration.

PUBLIC COMMENT

No public comment.

ADMINISTRATIVE REPORT

Cheryle turned the meeting over to Kirk.

Kirk began with the first item of his report, ***Staffing Report.***

- Kirk informed the Council that SILC is fully staffed.
- Kirk stated that the FTE matches the percentage of work for each employee who works within SILC.
- Kirk informed the Council that Mr. Tixier shifted to the SILC PE Teacher position from SPLC and SSLC and that SILC hired a new math teacher, Ms. Anne Massie.

Kirk explained the FTE rubric and stated that the new and updated FTE rubric is the correct and most updated version of the FTE.

Kirk moved on to the next item of his report, ***Internal Controls.***

- Kirk informed the Council that over the summer PED's concerns were around confirming that the schools have solid salary schedules.
- Kirk stated that they were able to increase salaries and match the percentage of work to the actual FTEs in each school.
- Kirk informed the Council that they were also able to justify stipends for over-and-above activities that employees do.
- Kirk stated that one of the things they appointed to at the Budget Review meeting and the July 12th meeting was the Accountability Policies.
 - Kirk informed the Council that they have had to go back and establish more accountability policy the last year, such as Calendars, Inventory and Fixed Assets, Travel and Reimbursement Policy, and policy for the school Activity Fund.
 - Kirk stated that they will take a harder look at these policies in the months to come.

Kirk moved on to the next item of his report, *Lease-to-Purchase*.

- Kirk informed the Council that he sat down with Mr. Seylor and was informed that Mr. Seylor is asking for 6 million dollars at 6%.
- Kirk stated that the schools have around 1.2 million dollars to use as a down payment between the HB-33 and SB-9 funds.
- Kirk stated that the administration has already asked Cuddy to analyze the deal that will hopefully take place by October, once they complete an appraisal.
- Kirk stated that he feels comfortable with the new law firm looking over the deal and it going through correctly.

Kirk moved on to the next item of his report, *Field Trip/CBA Policy*. Kirk asked the Council to look through the policy in the packet.

- Kirk informed the Council that this policy is in the actual Staff Handbook.
- Kirk briefly read through the policy.
- Kirk stated that the teacher have already adapted this format of the policy this year. Kirk asked if the Council will look through and approve it.
 - Cheryle asked if there is anywhere in the policy on how parents should get a background check.
 - Kirk stated that instead of going through the NM Department Public Safety but the school has found a program called Scholar Chip; parents will bring in a photo ID and the program will create a nametag and run an automatic background check...
- Robert made a suggestion to cut out the wording NM Department of Public Safety and to replace Field Trips with CBA's within the two paragraphs that talk about educational day trips.
- Krista made a suggestion to change Southwest Learning to Southwest Learning Centers.

Cheryle asked for a motion to approve the Field Trip/CBA Policy with the changes discussed. Krista made the motion and Cheryle seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

Kirk moved on to the next item of his report, *Charter Renewal*, and turned the meeting over to Robert.

- Robert informed the Council that they are doing a 2-year renewal rather than a 4-year renewal.
- Robert stated that because the schools are currently in the 2nd year, they only have to go back 1-year at this point. He stated that Jill is currently working on the data for the application.
- Robert stated that they are preparing the application as normal, but they are adding in the fact that SPLC might absorb SILC and become one school, Southwest Preparatory.
 - Robert added that in Intermediates renewal there will be a wording that will say that "if all of the amendments in Southwest Primary are acceptable then Southwest Intermediate is willing to close and be absorbed by Southwest Primary," and Southwest Primary's renewal will say "if Southwest Intermediate's closing is acceptable then we ask that they make these amendments to Southwest Primary."
- Robert stated that because the enrollment cap is 500, not much change will happen besides CBA's.

- Robert stated that the teachers nor students will see any change in the way things work, the change will show on the administration level...
- Robert informed the Council that the applications are due on October 3rd but the SILC next Governing Council meeting is on September 13th which means there is only one meeting between now and then and there will be stuff that needs approval. Robert stated that the minutes from the approval meeting will need to be done and approved before October 3rd.

Robert and the Council decided there will have to be another meeting between those to months in order to approve those minutes and turn them in with the application.

Kirk moved on to the next item on his report, ***School Relations Policies***.

- Kirk stated that the last 4 or 5 policies under School Relations are about the schools having community involvement and the use of the schools community resources and advertising the schools, etc.
- Kirk stated that he is requesting the Council look through and approve the School Relations Policies as is and if there ever is any change they want made, they can come back later for discussion.

Cheryle stated that she agrees but does have a few changes to make to it at the moment... (listed below)

- SPLC is listed a few times within the policies – change to SILC
- Number 10 on page 7 – add “use of tobacco, illegal drugs, alcohol, and e-cigarettes are prohibited on school grounds...”
- Number 14 on page 14 – take out the first sentence “employees will be granted 25 days leave...”
- And the changes made earlier in the meeting to the CBA/Field Trip Policy
- Add advertising.

Cheryle asked for a motion to approve the School Relations Policies with the changed discussed. Krista made the motion and Kayleigh seconded.

Cheryle moved on to the next item, ***Data Report***.

- Sharon stated that registration is going good although there had been some glitches with InfoSnap but they are working through it.
- Sharon stated that SILC is down 17 students with no waitlist. Sharon stated that they are trying to get more kids by 80-day reporting and keep those numbers up by 120-day reporting because the average of those two reporting times determined the funding.
 - Kayleigh suggested to contact the TV show Good Day NM to advertise for SILC students.
- Sharon invited the Council to come tour the school and see how the kids are doing.

Cheryle moved on to the next item, ***IT Report***.

- Tim asked for the new Council Members to give him their information in order to create their e-mail accounts. Tim informed the new Council members that they do need to use the school e-mail system to do any Board business.

- Tim requested that the Childrens Internet Protection Act (CIPA) be put on next months agenda as an action item because he will present it and ask for the Council's approval. Tim informed the Council that CIPA needs approval in order to be in compliance with e-rate funding.
- Tim informed the Council that the schools met with Edgenuity and asked if there could be a way that PowerSchool and Edgenuity could talk in order to save the teachers time from manually transferring grades between the two places. Time stated that the product that they have wont do what they need yet so hopefully they take it into consideration.
- Tim requested that Asset Disposition be kept on the agenda, ongoing.
- Tim stated that they are still having issues with PED approving any PO's for the schools maintenance agreements. Tim stressed to the Council the importance of having these maintenance agreements in place. Tim stressed to the Council that if the software doesn't have maintenance, the school could potentially shut down...
 - Joseph went into detail about PED wanting contracts for vendors but the resellers of these maintenance agreements do not provide those contracts because they are the middlemen.
 - Kirk stated that they are taking this issue to the schools attorneys to get legal help and figure out where to go from here.
- Cheryle stated that she will keep this on the agenda next month to receive a update from him to see how things are going.

FINANCIAL REPORT

Cheryle turned the meeting over to Joseph to give the financial report.

Joseph informed the Council that the Finance Committee met earlier in the day to look at the finances. Joseph stated that the financials for the first month of the FY-17 year look very good.

- Joseph went into detail about the Revenue Report for the month of July. Joseph stated that there will be an variance seen next month because they money they show for Title 1 and IDEA B were reimbursement requested filed on time but they money was receive din July which means they have to put it back into the previous year. Joseph stated that he booked it as the revenue so he has already gone back and created a manual journal entry to move it back to the prior year where it needs to be to negate that balance.
- Joseph stated that the revenues brought in by the school came in at around 10.7% but is actually closer to 7.8%.

Joseph explained the financials to the new Council members...

- Joseph informed the Council that there were no negative functions within the expenditure report.
- Joseph went into detail about the difference between the Actuals and the numbers...
- Joseph stated that the half of the list of their Outstanding Purchase Orders will be closed as of August 31st being that they gave vendors chances to send invoices but if they do not send those invoices on time they will close those and have to re-open them next month.
- Joseph asked the Council to look over and approve the Check Register Report/Voucher Approvals.

Cheryle asked her fellow Council members if they had any questions pertaining the numbers and they said no. Cheryle asked for a motion to approve the Vouchers/Check Register Report. Krista made the motion and Kayleigh seconded.

- Joseph informed the Council of their ending bank balance.
- Joseph informed the Council that the Trial Balance report is getting cleaner.

Cheryle moved on to the next financial item, ***Approval of Property Disposition***. The Council confirmed with Heather, Tim, and Joseph that the property that is up for disposition are old items to be rid of in Smart Lab; which will be donated to Adelante.

Cheryle asked for a motion to approve the Property Disposition. Krista made the motion and Kayleigh seconded.

The Council thanked Joseph and Heather for their reports. *Heather and Joseph left at 5:36 pm.*

OLD BUSINESS

Cheryle moved on to the first item of business, ***Meet and Greet at Open House***. Kirk stated that the Meet and Greet will be sometime in September. Robert stated that the staff will discuss is at his Friday staff meeting. Cheryle asked for Robert to let the Council know the details.

Cheryle moved on to the next item, ***Consolidation Update – Best and Worst case scenarios***. *Item was previously discussed in meeting.*

Cheryle moved on to the next item, ***Board Member Recruitment***. *Item was previously discussed in meeting.*

Cheryle moved on to the next item, ***School Board Attorney***. Cheryle asked the administration if there needs to be a vote. Kirk stated that they could just go with the recommendation of the committee but they can take action now and meet the School Board Attorney at the next meeting. Cheryle asked for a motion to approve Cuddy & McCarthy as the School Board Attorney based on the committee's recommendation. Krista made the motion and Kayleigh seconded. Cheryle asked for a voice vote, unanimous yes, Motion passed.

Cheryle moved on to the next item, ***Final Amended Budget***. Joseph stated that they will present the final amended budget through a BAR at the next meeting; it is in process.

Cheryle moved on to the last item, ***Transgender Policies***. Kirk informed the Council that there is a law going into affect on the rights of transgender students and by law the schools have to accommodate that and create policy. Robert stated that they are waiting for other schools to write the policy to look over it and see what SLC should do. Robert informed the Council that the school has in individual locking bathroom that they will use for anyone who is uncomfortable with using the student restroom. The Council and administration agreed to talk more about this policy in the coming meetings.

CLOSED SESSION

Cheryle stated that there did not need to be a closed session...

CLOSING

Cheryl informed the Council and the administration that the next Governing Council Meeting is September 13th, 2016 at 4 pm in the SSLC Conference Room.

ANNOUNCEMENTS

Cheryle asked if there were any announcements and Kirk announced and showed the new SLC video that David Brame made for the schools advertisement.

ADJOURNMENT

Krista made a motion to adjourn today's regular SILC Governing Council meeting. Kayleigh seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed. Cheryle adjourned the meeting at 5:56 pm.

DRAFT